

Self Service – Annual Screening Questionnaire

Introduction

Federal law requires that all Ready Reservists (Selected Reservists (SELRES) and Individual Ready Reservists (IRR)) be annually screened to ensure their availability and fitness for duty if mobilized. Coast Guard Reservists submit updated information to their chain of command via the ASQ.

Reserve members serving on EAD contracts are not in the Ready Reserve and do not need to complete the ASQ. However, they should complete the ASQ as soon as possible following their release from active duty.

The ASQ may be submitted as often as necessary, however only one can be completed in a calendar day.



Note: Members are required to submit an ASQ between 1 August and 31 October each year. The questionnaire is designed to be done as often as the information or recall availability changes and anytime of the year. Only one ASQ may be submitted each calendar day.

If an ASQ is submitted with “I do not understand or accept” or any recall status other than “available for recall,” the ASQ must be routed to the chain of command for further counseling.

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Self Service – Annual Screening Questionnaire, Continued

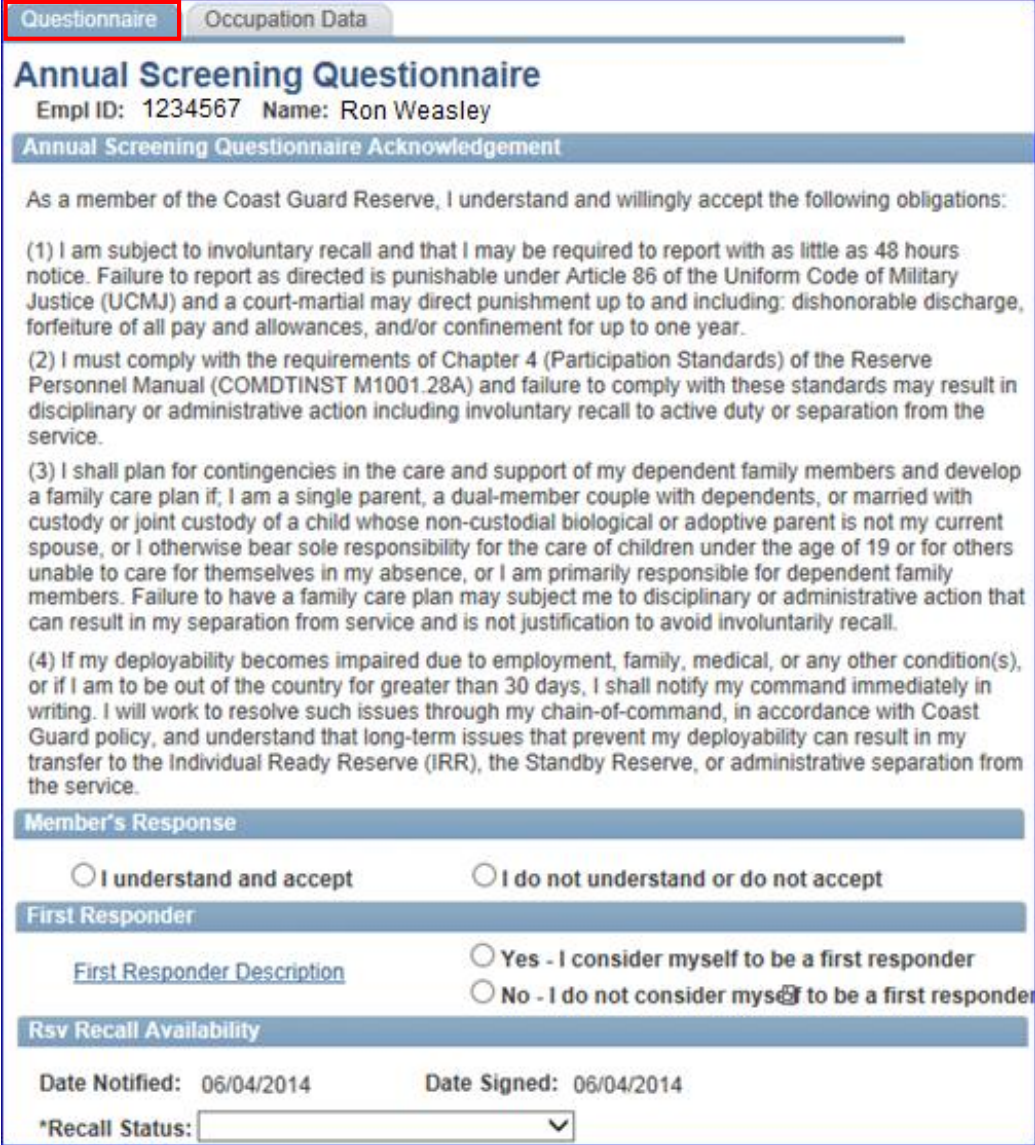
Procedures See below.

Step	Action
1	<p>Select the 11 More... link from the Employee pagelet. Then select Annual Screening Questionnaire.</p>  <p>Click on the Annual Screening Questionnaire link.</p> 

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Self Service – Annual Screening Questionnaire, Continued

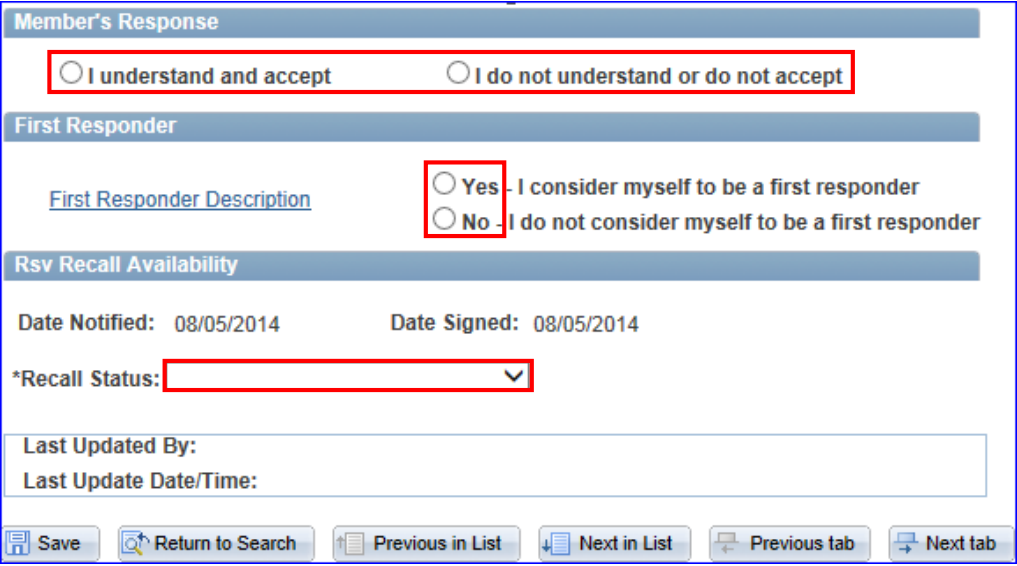
Procedures,
continued

Step	Action
2	<p>There are two tabs to be completed, the Questionnaire tab (which displays first) and the Occupation Data tab. Both tabs must be reviewed before saving any changes.</p> 

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Self Service – Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action
3	<p>Questionnaire tab continued.</p>  <p>Member's Response - Read the Annual Screening Questionnaire Acknowledgement section and select a response by clicking the applicable radio button.</p> <p>First Responder – Read the First Responder Description (click the link to open the description page, click the return button to return to the ASQ page) and select a response by clicking the applicable radio button.</p>

Continued on next page

Self Service – Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action												
3 (cont)	<p>Rsv Recall Availability - Complete the Recall Availability section by clicking the drop-down arrow in the Rsv Recall Availability block and select a status.</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>*Recall Status:</p> <ul style="list-style-type: none"> Available for Recall Community or Family Hardship Critical Civilian Occupation Key Employee or Govt Official Other </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th><th>Use when...</th></tr> </thead> <tbody> <tr> <td>Available</td><td>Available for Recall</td></tr> <tr> <td>Community or Family Hardship</td><td>Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.</td></tr> <tr> <td>Critical Civilian Occupation</td><td>Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components</td></tr> <tr> <td>Key Employee or Govt Official</td><td>Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official).</td></tr> <tr> <td>Other</td><td>Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.</td></tr> </tbody> </table>	Status	Use when...	Available	Available for Recall	Community or Family Hardship	Not available for recall due to financial or family hardship. Document the extenuating circumstances that prevent mobilizing.	Critical Civilian Occupation	Not available for recall due to employment in key federal position. See appropriate agency (full-time employer of USCGR member) instruction for written designation. USCG's policy to identify its civilian positions is described in COMDTINST 12910.1(series), Screening of Civilian Employees in the Reserve Components	Key Employee or Govt Official	Not available for recall due to employment in a critical civilian industry or profession. Document the extenuating circumstances that prevent mobilizing. This is an occupation that could be critical to your community at the same time that a mobilization is necessary (police, fire, EMA, local government official).	Other	Not available for recall for a reason not listed. Document the extenuating circumstances that prevent mobilizing.
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Self Service – Annual Screening Questionnaire, Continued

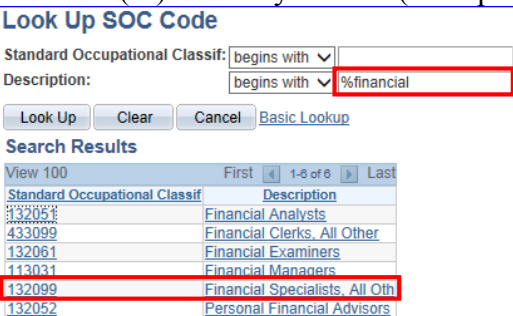
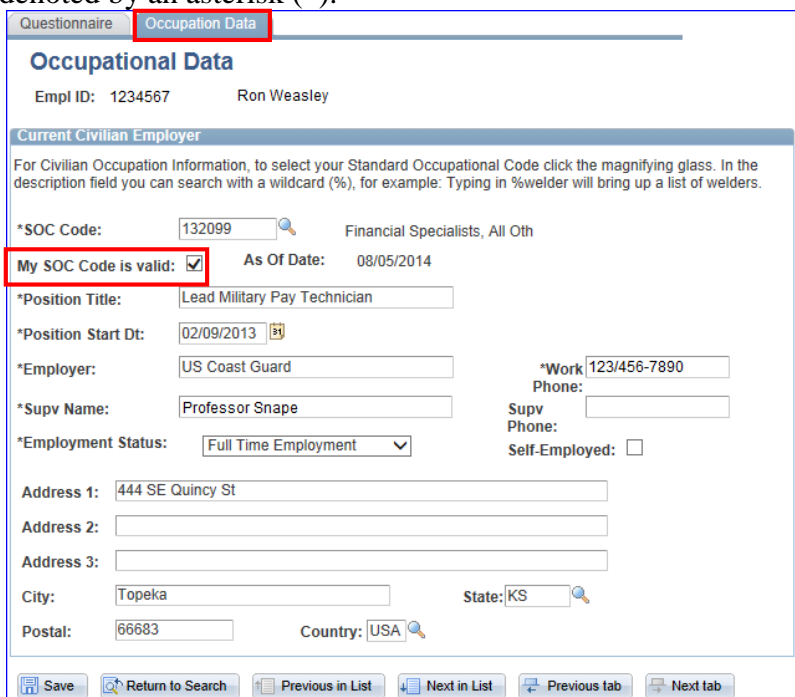
Procedures,
continued

Step	Action
4	<p>If "I do not understand or do not accept" in the Member's Response section (Step 3 above) is selected, or anything other than "Available" in the recall status block is chosen, a Supervisor's Empl ID number is required to be entered to forward the ASQ for review and counsel by the chain of command.</p> <div data-bbox="341 636 1211 972"> <p>Member's Response</p> <p><input type="radio"/> I understand and accept <input checked="" type="radio"/> I do not understand or do not accept</p> <p>First Responder</p> <p>First Responder Description <input type="radio"/> Yes - I consider myself to be a first responder <input checked="" type="radio"/> No - I do not consider myself to be a first responder</p> <p>Rsv Recall Availability</p> <p>Date Notified: 08/05/2014 Date Signed: 08/05/2014</p> <p>*Recall Status: Community or Family Hardship ▼</p> <p>Supervisor ID: <input type="text"/></p> </div> <p>After saving, the ASQ will be routed to the supervisor. The Supervisor must have a current uscgmil email address (ie. Albus.A.Dumbledore@uscgmil).</p>
5	<p>After completing the Questionnaire Tab, click the Occupation Data tab.</p> <div data-bbox="341 1155 1206 1872"> <p>Questionnaire Occupation Data</p> <p>Occupational Data</p> <p>Empl ID: 1234567 Ron Weasley</p> <p>Current Civilian Employer</p> <p>For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders.</p> <p>*SOC Code: <input type="text"/> 132099 Financial Specialists, All Oth</p> <p>My SOC Code is valid: <input type="checkbox"/> As Of Date: 06/10/2014</p> <p>*Position Title: <input type="text"/> FINANCIAL SYSTEMS ANALYST</p> <p>*Position Start Dt: <input type="text"/> 12/06/2009 </p> <p>*Employer: <input type="text"/> US COAST GUARD, DHS *Work Phone: <input type="text"/> 785/339-1234</p> <p>*Supv Name: <input type="text"/> PROFESSOR SNAPE Supv Phone: <input type="text"/> 785/339-1234</p> <p>*Employment Status: <input type="text"/> Full Time Employment ▼ Self-Employed: <input type="checkbox"/></p> <p>Address 1: <input type="text"/> COMMANDING OFFICER</p> <p>Address 2: <input type="text"/> CG PERSONNEL SERVICE CENTER</p> <p>Address 3: <input type="text"/> 444 SE QUINCY ST</p> <p>City: <input type="text"/> TOPEKA State: <input type="text"/> KS </p> <p>Postal: <input type="text"/> 66683 Country: <input type="text"/> USA </p> </div>

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Self Service – Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action
6	<p>To update the SOC data, click the SOC Code lookup icon and make a selection. Scroll through the selections or use the Look Up SOC Code to search using wildcard (%) and “key words” (example “%Financial”).</p>  <p>If student, homemaker or unemployed choose the occupational code that best describes your skills.</p>
7	<p>Enter the civilian employment data. Mandatory fields (cannot be left blank) are denoted by an asterisk (*).</p>  <p>You must check the “My SOC Code is valid” whether they remain unchanged or will be updated. The system will validate the supplied Occupational Data codes and prompt you to update the Standard Occupational Code if necessary.</p>

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Self Service – Annual Screening Questionnaire, Continued

Procedures,
continued

Step	Action
8	<div data-bbox="336 517 1230 1400"> <p>Questionnaire Occupation Data</p> <h3>Occupational Data</h3> <p>Empl ID: 1200266 Christopher Taylor</p> <p>Current Civilian Employer</p> <p>For Civilian Occupation Information, to select your Standard Occupational Code click the magnifying glass. In the description field you can search with a wildcard (%), for example: Typing in %welder will bring up a list of welders.</p> <p>*SOC Code: 132099 Financial Specialists, All Oth</p> <p>My SOC Code is valid: <input type="checkbox"/> As Of Date: 08/28/2014</p> <p>*Position Title: Lead Military Pay Technician</p> <p>*Position Start Dt: 02/09/2013</p> <p>*Employer: US Coast Guard</p> <p>*Supv Name: Professor Snape</p> <p>*Employment Status: Full Time Employment</p> <p>Address 1: 444 SE Quincy Street</p> <p>Address 2:</p> <p>Address 3:</p> <p>City: Topeka State: KS</p> <p>Postal: 666873 Country: USA</p> <p>*Work Phone: 785/123-4567</p> <p>Supv Phone: 785/123-6789</p> <p>Self-Employed: <input type="checkbox"/></p> <p>Last updated by:</p> <p>Last Update Date/Time:</p> <p>Save Previous tab Next tab Refresh</p> </div> <p>Position Title: Enter the employer's name.</p> <ul style="list-style-type: none"> Students – Enter name of school. Not employed – Enter “Not Applicable” <p>Supv Name: Students/Not Employed – Enter member name.</p> <p>Work Phone: Students/Not Employed – Enter member home phone number.</p> <p>Employment Status: If Not Employed – Enter “Other Employment Status”</p> <p>Self-Employed: Check the box if self-employed.</p> <p>When completed, click the Save button.</p>